

Banner Web For Students

Banner Web is the self-service interface to Wofford's administrative software system. Using Banner Web students can do the following:

- View the College catalog
- View the schedule of courses
- Register for courses online
- View your mid-term and final grades
- View your academic transcript
- View your financial aid information (not ready yet)

Gaining Access to Banner Web

You can gain access to Banner Web in two ways:

Go to the URL <http://bannerweb.wofford.edu>



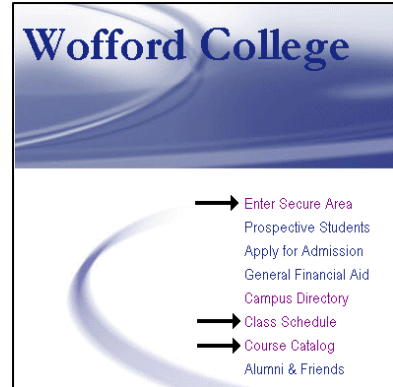
OR

Go to the Wofford web page and click on the link to **Banner Web**.



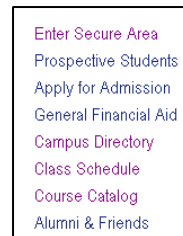
This will bring you to the Banner Web main menu. Some of the menu items that probably will be of the greatest interest to students are the following:

- **Secure Area** – your own personal menu from which you can register, see your grades, get financial aid information, display transcripts, etc.
- **Class Schedule** – the schedule of classes for next semester.
- **Course Catalog** – the description of the courses offered by the various departments at Wofford.



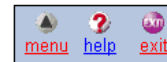
Banner Web Navigation

The primary means of navigation in Banner Web is by clicking on items in menus, such as the main menu.

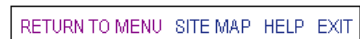


Also, there often will be navigation links in the upper right corner of the screen.

- **Menu** or **Return to Menu** will bring you back to the most recent menu.
- Help is seldom helpful.
- **Exit** will close down Banner Web.
- **IMPORTANT: If you exit, you also must close the browser.**

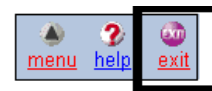


or



When Your Are Finished

Click on **Exit** to close down Banner Web.



or

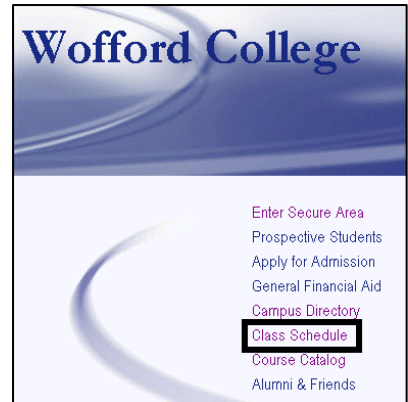
Close the browser! (Quit the browser if using a Mac).



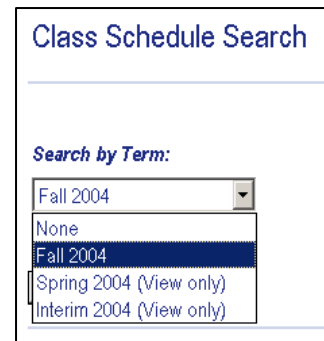
Wofford Class Schedule

To see the schedule of classes for the next term, click on **Class Schedule** on the Banner Web menu.

The menu is unsecured so you do not need your User ID or PIN to see the schedule.

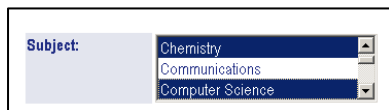


Specify the term for which you want to see the schedule and click on **Submit**.

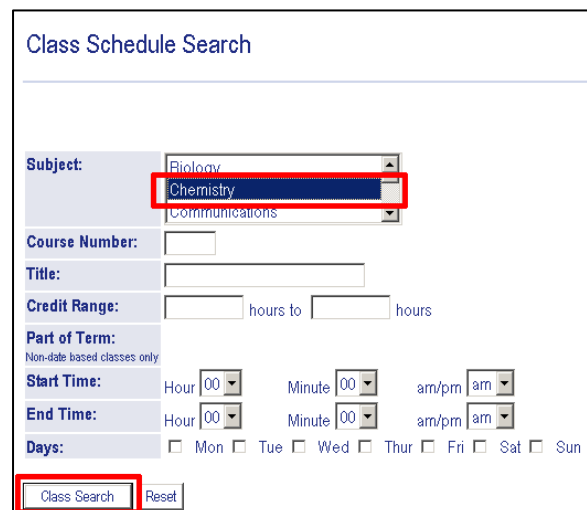


Next specify the department by clicking on its name and then click on **Class Search**.

You can see the offerings of more than one department by clicking on their names while holding the Ctrl key down on the keyboard.



You also may limit the search by entering the course number, days, or start and end time.



Class Schedule Search

Subject:

Course Number:

Title:

Credit Range: hours to hours

Part of Term:
Non-date based classes only

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Class Search

You then will see information about the sections you specified. Much of this information is not very useful, but some is. You will see the scheduled meeting times, location of the class, name(s) of the instructor(s), and number of credits.

Sections Found

[Organic Chemistry I - 9280 - CHEM 203 - A](#) ← **Click on this link to see the number of available seats in the class.**

Write down the CRN of the section

Click on this link to see the catalog description of the course

[View Catalog Entry](#)

Meeting time, location, and instructor

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:50 am	TR	Roger Milliken Science Center 318E	Sep 07, 2004 - Dec 10, 2004	Lecture	Charles G. Bass (P)

If you click on the section name you will see more detailed information about the class.

Sections Found

[Organic Chemistry I - 9280 - CHEM 203 - A](#)

Associated Term: Fall 2004
Registration Dates: Jan 15, 2004 to Dec 10, 2004
Levels: Undergraduate

The detailed information can be particularly useful because it includes the number of seats remaining in the class.

Registration Availability

	Capacity	Actual	Remaining
Seats	48	0	48
Waitlist Seats	0	0	0

If you want to take a course, be sure to write down its CRN (Course Reference Number). You will need this when you register.

Sections Found

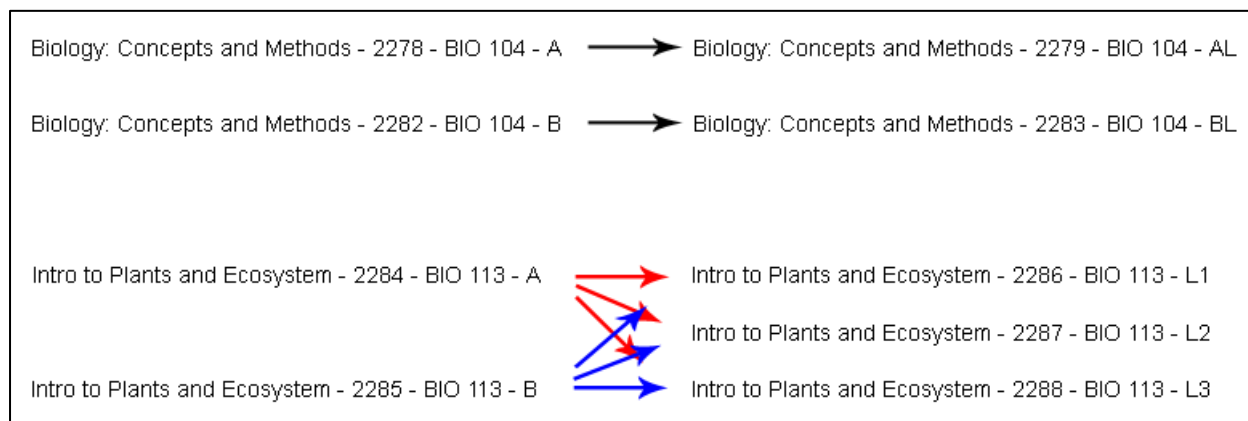
[Organic Chemistry](#) - **9280** - [CHEM 203 - A](#)

If you want to see the catalog description of the course, click on **View Catalog Entry**.

Wofford College Campus
Lecture Schedule Type
3.000 Credits
View Catalog Entry
Scheduled Meeting Times
Type Time Days Where
Class 9:30 am - 10:50 am TR Roger

Laboratory sections are listed in the schedule along with their linked lecture. Some labs are linked with a particular lecture section – BIO 104 A and BIO 104 AL, for example. If you are registering for lecture section A you also must register for lab AL.

Other labs are linked with the lectures, but not with an individual lecture section -- Biology 113 is an example. A student must take a BIO 113 lab along with a BIO 113 lecture, but it does not matter which one.

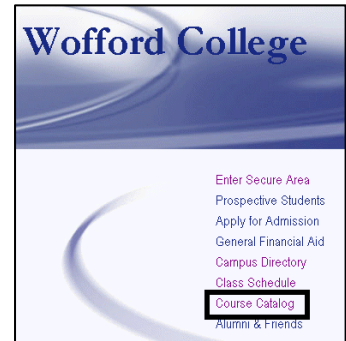


NOTE: When you are registering for a course that has a lecture and lab, you must enter both in the Add Classes Worksheet table before you Submit Changes.

Add Classes Worksheet		
CRNs		
<input type="text" value="2278"/>	<input type="text" value="2279"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>

Wofford Catalog

To see the Wofford course catalog for the next term, click on **Course Catalog** on the Banner Web menu.



Specify the term for which you want to see the schedule and click on **Submit**.

A screenshot of a web form titled "Catalog Term". At the top, there is a blue header with the text "Please select a Catalog" next to an information icon. Below this, the section "Search by Term:" contains a dropdown menu. The dropdown is open, showing a list of terms: "None", "Spring 2004" (which is highlighted in blue), "Interim 2004", "Fall 2003", "Spring 2003", and "Interim 2003".

Next specify the department by clicking on its name and then click on **Get Courses**.

You can limit the search by entering a range of course numbers (e.g., 200 – 299) or title.

A screenshot of a course search form. It includes several input fields: "Subject:" with a dropdown menu showing "Accounting", "Art History" (highlighted with a red box), and "Biology"; "Course Number Range:" with "from" and "to" input boxes; "Title:" with an empty text box; and "Credit Range:" with "hours to" input boxes. At the bottom left, a "Get Courses" button is highlighted with a red box, and a "Reset" button is located to its right.

You then will see a list of the selected courses and their description.

Click on the name of the course to see more detailed information.

ART 305 - Nineteenth-Century Art

A study of the principal styles and artists that distinguish the art produced just prior to and throughout the 19th century, seen against the background of significant cultural developments: political and industrial revolutions, the establishment of mass cultural venues such as the museum and the world's fair, the influence of music on the visual arts, and the waning influence of the academies vs. the emergent concept of the avant-garde.

3.000 Credit Hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Wofford College College
Art History Department

This will include information on prerequisites and other restrictions on registering for the class.

ART 305 - Nineteenth-Century Art

A study of the principal styles and artists that distinguish the art produced just prior to and throughout the 19th century, seen against the background of significant cultural developments: political and industrial revolutions, the establishment of mass cultural venues such as the museum and the world's fair, the influence of music on the visual arts, and the waning influence of the academies vs. the emergent concept of the avant-garde.

3.000 Credit Hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Wofford College College
Art History Department

Prerequisites:

Undergraduate level [ART 201](#) Minimum Grade of D or Undergraduate level [ART 202](#) Minimum Grade of D or Undergraduate level [ART 203](#) Minimum Grade of D

ECO 450 - Senior Seminar

A capstone course required of all students majoring in Business Economics or Economics. Not open to other students. Microeconomic and macroeconomic case studies are used to reinforce and evaluate the student's understanding of the economic way of thinking.

0.000 TO 3.000 Credit Hours
0.000 TO 3.000 Lecture hours
0.000 TO 3.000 Lab hours

Levels: Undergraduate
Schedule Types: [Lab](#), [Lecture](#)

Wofford College College
Economics Department

Restrictions:

Must be enrolled in one of the following Majors:

Business Economics
Economics

Must be enrolled in one of the following Class(es):

Senior

SPAN 380 - Spanish Drama Workshop

Participation in Spanish drama productions. [Permission of instructor required](#)

3.000 Credit Hours
3.000 Lecture hours

Levels: Undergraduate
Schedule Types: Lecture

Wofford College College
Spanish Department

Personal Identification Numbers (PINs)

To enter its Secure Area, Banner Web requires a User ID, a PIN.

Your User ID will be a “W” followed by an 8-digit number, such as W00012345.

You should have received several scrambled letters and numbers as your initial PIN. The first time you use Banner Web, you will be required to change your PIN to any 6-character combination of letters and numbers.

If you forget or lose your ID, you must go to the Help Desk in Olin 207.

If you forget or lose your PIN, you can use your verification security question to reset your PIN. **Do not try to guess your PIN.** If you enter the wrong PIN five times in succession, your Banner account will be locked. If this does occur, go to the Help Desk.

With the exception of your parents, NEVER TELL ANYONE ELSE YOUR BANNER PIN.

Entering the Secure Area for the First Time

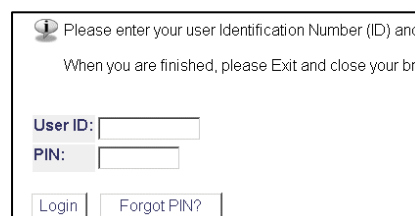
The Secure Area is your own personal area on Banner Web in which you register for courses, see your grades, etc. You need your Banner ID PIN to enter the Secure Area.

Click on **Enter Secure Area**.



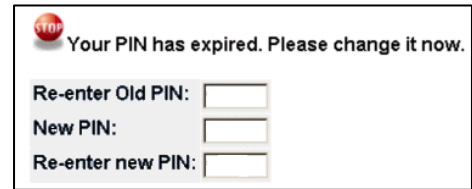
Enter your **User ID** and **PIN**.

- *The “W” in the User ID is uppercase .*
- When you log in for the first time, your PIN is the scrambled letters and numbers you have received.
- Click on **Login**

A screenshot of the Banner Web login form. It contains the following text: "Please enter your user Identification Number (ID) and When you are finished, please Exit and close your browser". Below this are two input fields: "User ID:" and "PIN:". At the bottom are two buttons: "Login" and "Forgot PIN?".

At your first login, your old PIN automatically expires.

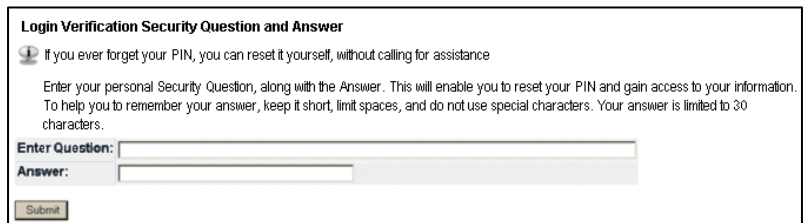
- Type in your old PIN and enter a new PIN twice.
- The new PIN must have 6 characters – numbers or letters.
- **REMEMBER YOUR NEW PIN.** You will need it to access Banner Web again.
- Click on **Login**



A screenshot of a web interface showing a red stop sign icon and the text "Your PIN has expired. Please change it now." Below this are three input fields: "Re-enter Old PIN:", "New PIN:", and "Re-enter new PIN:".

Next, enter a question and answer so that you can get your PIN if you forget it. The question can be anything. Keep the answer short.

Click on the **Submit** button.

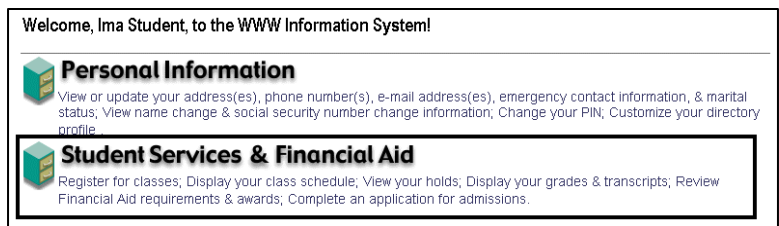


A screenshot of a "Login Verification Security Question and Answer" form. It includes a help icon and text: "If you ever forget your PIN, you can reset it yourself, without calling for assistance." Below is a paragraph: "Enter your personal Security Question, along with the Answer. This will enable you to reset your PIN and gain access to your information. To help you to remember your answer, keep it short, limit spaces, and do not use special characters. Your answer is limited to 30 characters." There are two input fields labeled "Enter Question:" and "Answer:", and a "Submit" button at the bottom.

At this point you will be in your Secure Area.

The Secure Area

The Secure Area has two menus of primary interest.



A screenshot of a web interface showing a welcome message: "Welcome, Ima Student, to the WWW Information System!". Below this are two menu items, each with a folder icon: "Personal Information" and "Student Services & Financial Aid". The "Personal Information" menu includes: "View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile." The "Student Services & Financial Aid" menu includes: "Register for classes; Display your class schedule; View your holds; Display your grades & transcripts; Review Financial Aid requirements & awards; Complete an application for admissions."

The Student Services & Financial Aid is the most important menu because it allows you to do the following:

- View any holds that might prevent you from registering. **You should check your holds in advance to avoid delays when you register.**
- Register for courses during the time period set aside for your class.
- Add and drop courses after preregistration.
- Display and print a copy of your class schedule.
- See your grades.
- Display and print an unofficial copy of your transcript

Registering For Courses

You *must* see your academic advisor before registration to do the following:

- Make a tentative schedule, including alternate courses in case your first-choice courses are closed.
- Write down the Course Registration Numbers (CRNs) for these courses. CRNs are found in the class schedule.
- Check your registration status (see page 4).
- Receive your Advising PIN.

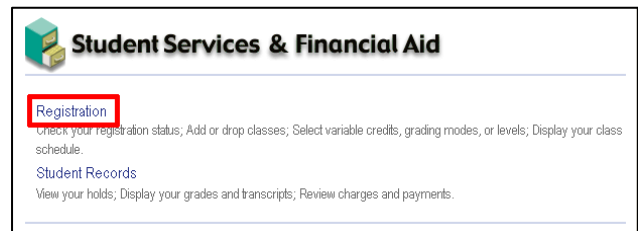
You will receive your Advising PIN, a four-digit number, from your advisor. Your Advising PIN will be different for each preregistration. Keep a record of your Advising PIN after you register in case you need to add or drop a course before the next semester begins.

If you forget or lose your Advising PIN, you must contact your academic advisor.

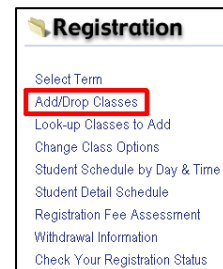
Preparing to Add or Drop Classes

Log on Banner Web and enter your Secure Area. Click on the **Student Services & Financial Aid** menu.

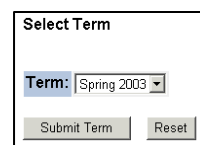
Choose **Registration**.



Choose **Add/Drop Classes**.



Select the **Term** and click on the **Submit Term** button.



Enter the Advising PIN in the “Enter Alternate PIN” box and click on **Submit PIN**. This will bring you to the Add/Drop classes page.

Advising PIN Verification

Please enter your Advising Personal Identification Number (PIN) for verification, then click Login.

Enter Alternate PIN:

Submit PIN

"Alternate" means "Advising"

Adding Classes

Suppose your first-choice courses are the following:

CRN	Course	Section
2248	Biology 214 Lecture	B
2392	Biology 214 Lab	L2
3923	Accounting 211	A
4411	Economics 201	A
4874	English 201	B

Enter the Course Reference Numbers (CRNs) for your first-choice classes in the **Add Class** table.

If a science course has a lecture and lab, CRNs for both the lecture and the lab must be entered in the Add Class table before you Submit Changes.

After you have entered the CRNs, click on **Submit Changes**.

Use this interface to add or drop classes for the selected term. If you have already the Class Registered Successfully section. Additional classes may be added Reference Number (CRN) in the Add Class table. Classes may be dropped by options are listed in the Action field then the class may not be dropped. When

If you are unsure of which classes to add, click Class Search to review the clas

Add Class


#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1.	2248	2.	2392	3.	3923	4.	4411	5.	4874
6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>	10.	<input type="text"/>

Submit Changes Class Search Reset

You now should see your current schedule displayed on the screen. **You are registered for each class on the schedule.**

Current Schedule										
Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title	Status
None	2248	BIO	214	B	Undergraduate	4.00	Standard	Letter	Intro:Molecular & Cell Biology	**Web Registered** on Oct 17, 2002
None	2392	BIO	214	L2	Undergraduate	.00	Standard	Letter	Intro:Molecular & Cell Biology	**Web Registered** on Oct 17, 2002
None	3923	ACCT	211	0	Undergraduate	3.00	Standard	Letter	Accounting Principles	**Web Registered** on Oct 17, 2002
None	4411	ECO	201	A	Undergraduate	3.00	Standard	Letter	Principles of Microeconomics	**Web Registered** on Oct 17, 2002
None	4874	ENG	201	F	Undergraduate	3.00	Standard	Letter	English Literature to 1800	**Web Registered** on Oct 17, 2002
Total Credit Hours: 13.00										
Billing Hours: 13.00										
Maximum Hours: 17.00										
Date: Oct 17, 2002 04:49 pm										

If, for one reason or the other, you were not able to register successfully for all of your first choice courses, you will not see all of them on the schedule. In this case you should see a list of registration errors below the current schedule.


Current Schedule									
Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status
None	4411	ECO	201	A	Undergraduate	3.00	Standard Letter	Microeconomics	***Web Registered** on Oc
None	3923	ACCT	211	0	Undergraduate	3.00	Standard Letter	Accounting Principles	***Web Registered** on Oc
Total Credit Hours: 6.00									
Billing Hours: 6.00									
Maximum Hours: 17.00									
Date: Oct 17, 2002 08:20 pm									
 Registration Errors									
CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status	
2248	BIO	214	A	Undergraduate			Intro.Molecular & Cell Biology	CLOSED	
4874	ENG	201	F	Undergraduate			English Literature to 1800	PREQ AND TEST SCORE - ERROR	
2392	BIO	214	L2	Undergraduate	.00		Intro.Molecular & Cell Biology	CLOSED	

Registration Errors

If the registration for some of your courses has been unsuccessful for one reason or the other, you will see



Registration Errors below your current schedule.

 Registration Errors									
CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status	
2248	BIO	214	A	Undergraduate			Intro.Molecular & Cell Biology	CLOSED	
4874	ENG	201	F	Undergraduate			English Literature to 1800	PREQ AND TEST SCORE - ERROR	
2392	BIO	214	L2	Undergraduate			Intro.Molecular & Cell Biology	CLOSED	

The **Status** column describes the reasons that registration was unsuccessful:

- **CLOSED:** The course is closed
- **PREQ AND TEST SCORE - ERROR:** The course has a prerequisite that you have not yet met.

A complete list of error messages and potential solutions can be found below.

Message	Problem	Solution
CLOSED	This course is full.	Register for another course.
LINK ERROR: XX REQUIRED	You have registered for one course in a linked pair, but not the other. For example, you may have selected a lecture that requires a specific lab, or vice versa. One may not be taken without the other.	Enter the CRN for both linked courses in the Add/Drop table and click on Submit Courses.
DUPL CRSE WITH SEC XXXX	You have attempted to take the same course twice. You may, for example, have registered for ENG 200, Section A and ENG 200, Section D.	If you want to remain in the course on your current schedule, do nothing. If you prefer to be in the other section, select "Drop Web" by the course on your current schedule, enter the CRN for your preferred course in the Add/Drop table, and click on Submit Changes.

DUPLICATE CRN	You have added the same course CRN twice.	You don't need to do anything. The course will be deleted from the "Registration Errors" table automatically.
TIME CONFLICT WITH XXXX	This course is offered at the same time as a course for which you already are registered.	If you want to remain in the course on your current schedule, do nothing. If you prefer to be in the other section, select "Drop Web" by the course on your current schedule, enter the CRN for your preferred course in the Add/Drop table, and click on Submit Changes.
CORQ-XXXX	You must register for a corequisite course.	Enter the CRN for both corequisite courses in the Add/Drop table and click on Submit Changes
INSTRUCTOR'S PERMISSION REQUIRED	This course requires the permission of the instructor to register.	Contact the instructor for permission.
CRN DOES NOT EXIST	The system doesn't recognize the CRN you entered.	Search for this class to see if you have used an incorrect CRN.
CLASS RESTRICTION	Registration in this course is restricted to students in a particular class year. For example, if a junior tries to register for a course that is open only to freshman, he or she will see a CLASS RESTRICTION error message.	If you think you meet the criteria, go to the Registrar's office.
MAJOR RESTRICTION	Only persons of a particular major may register for this course. For example, if a student who has not declared a major tries to register for a course that is only open to biology majors, he or she will see a MAJOR RESTRICTION error.	If you think you meet the criteria, go to the Registrar's office.
MAX HOURS EXCEEDED	The system will not let you register for a course because you would exceed the maximum of 17 hours allowed.	Go to the Registrar's Office.
PREQ AND TEST SCORE - ERROR	This course has a course prerequisite which you have not yet met.	Contact the instructor of the course.
REPEAT COUNT EXCEEDS 0	You already have taken this course and are trying to repeat it.	Go to the Registrar's office.

Searching for Classes

You can find courses on the class schedule, which you can reach from the Banner Web main menu.

Enter Secure Area
 Prospective Students
 Apply for Admission
 General Financial Aid
 Campus Directory
Class Schedule
 Course Catalog
 Alumni & Friends

If you are registering, you also can search for classes to add.

There are two ways to reach the Class Search section of Banner Web:

Click on the **Class Search** button below the Add Class table.

Add Class									
#No	CRN	#No	CRN	#No	CRN	#No	CRN	#No	CRN
1.	<input type="text"/>	2.	<input type="text"/>	3.	<input type="text"/>	4.	<input type="text"/>	5.	<input type="text"/>
6.	<input type="text"/>	7.	<input type="text"/>	8.	<input type="text"/>	9.	<input type="text"/>	10.	<input type="text"/>
<input type="button" value="Submit Changes"/>		<input type="button" value="Class Search"/>		<input type="button" value="Reset"/>					

OR

Select **Look-up Classes to Add** in the Registration menu.

Registration
Select Term
Add/Drop Classes
Look-up Classes to Add
Change Class Options
Student Schedule by Day & Time
Student Detail Schedule
Registration Fee Assessment
Withdrawal Information
Check Your Registration Status

In either case, you will be presented with a list of criteria that you can use to narrow down the results of your search.

You must choose one or more of the Subjects in the search criteria list.

You can choose more than one subject by holding down the Ctrl key while you click on each of the subjects you desire.

You can narrow a search by selecting other criteria, such as Course Number, Schedule Type, Instructor, Times, and Days.

The example at the right shows a search for Biology 331 lecture classes taught by Heather Mitchell on MWF.

Note: Choosing too many criteria may lead to an unsuccessful search.

by Subject:	Accounting Biology Economics
by Course Number:	331
by Title:	<input type="text"/>
by Part-of-Term:	<all> Term
by Schedule Type:	<all> Lab Lecture
by Instructor:	<all> Mitchell, Heather E.
by Attribute Type:	<all> English Distribution Fine Arts Distribution
by Start Time:	Hour: 00 Minute: 00 am/pm: am
by End Time:	Hour: 00 Minute: 00 am/pm: am
by Days:	Mon Tues Wed Thur Fri Sat Sun <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="button" value="Find Classes"/> <input type="button" value="Reset"/>	

When you have chosen your search terms click on **Find Classes**.

This will display the classes that satisfy the criteria you have chosen.

In the list of classes, an open checkbox to the left of the CRN for the course identifies the class as being open. A “C” to the left of the CRN indicates that the class is closed. **The capacity and number of seats in the class also are shown.** It is helpful to know the number of seats remaining when you are comparing different sections of a course.

Look-Up Classes to Add: Spring 2003

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

Biology										-- Section --		--Cross List--		Instructor	Date		
CRN	Subj	Crse	Sec	Cmp	Cred	Title	Day (s)	Time	Cap	Act	Rem	Cap	Act			Rem	
<input checked="" type="checkbox"/>	2201	BIO	331	0	WC	3.00	Developmental Biology	MWF	09:30 am-10:20 am	20	8	12				Heather E. Mitchell	02/04-0

Capacity of Class Seats Remaining

To register for the class, click on the checkbox (a check will show in the box) next to the CRN and then click on **Register**.

NOTE: If you are using the Class Search to register for a science course with both a lecture and a lab, you should not limit your search to only the lecture or lab. To successfully register, you will need to have checked a checkbox for both the lecture and the lab before you click on **Register**.

Dropping a Course

As you register you may change your mind or make a mistake and need to drop a course.

To drop a course, ECO 211 for example, click on the drop-down arrow by the Action box and choose **Drop Web** from the menu.

Current Schedule						
Action	CRN	Subj	Crse	Sec	Level	Cred
[None]	2201	BIO	111	0	Undergraduate	4.00
[None]	3923	ACCT	211	0	Undergraduate	3.00
[None]	4411	ECO	201	0	Undergraduate	3.00
[None]	4874	ENG	201	0	Undergraduate	3.00
[Drop Web]						

Total Credit Hours: 13.00
Billing Hours: 13.00
Maximum Hours: 17.00
Date: Oct 17, 2002 04:49 pm

With “Drop Web” in the Action Box click on **Submit Changes**.

Current Schedule						
Action	CRN	Subj	Crse	Sec	Level	Cred
[None]	2201	BIO	111	0	Undergraduate	4.00
[None]	3923	ACCT	211	0	Undergraduate	3.00
[Drop Web]	4411	ECO	201	0	Undergraduate	3.00
[None]	4874	ENG	201	0	Undergraduate	3.00

Total Credit Hours: 13.00
Billing Hours: 13.00
Maximum Hours: 17.00
Date: Oct 17, 2002 04:49 pm

The dropped course will be deleted from your schedule.

IMPORTANT: BE CAREFUL WHEN YOU DROP COURSES

- If the course you drop is a prerequisite or corequisite for a second course, the second course will be dropped automatically.
- If you attempt to replace a course with a second course that is closed, you still will be dropped from the first course even though you have not been added to the second.

When You Are Finished Registering

You are officially registered for every course with “Registered” or “Web Registered” status on your schedule.

Current Schedule									
Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status
None	2201	BIO	111	0	Undergraduate	4.00	Standard Letter	Introductory Animal Biology	**Web Registered** on Oct 17, 2002
None	3923	ACCT	211	0	Undergraduate	3.00	Standard Letter	Accounting Principles	**Web Registered** on Oct 17, 2002
None	4411	ECO	201	0	Undergraduate	3.00	Standard Letter	Principles of Microeconomics	**Web Registered** on Oct 17, 2002
None	4874	ENG	201	0	Undergraduate	3.00	Standard Letter	English Literature to 1800	** Registered** on Oct 17, 2002

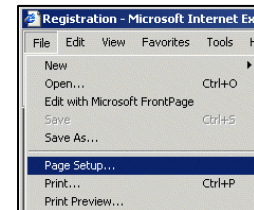
Total Credit Hours: 13.00
Billing Hours: 13.00
Maximum Hours: 17.00
Date: Oct 17, 2002 04:49 pm

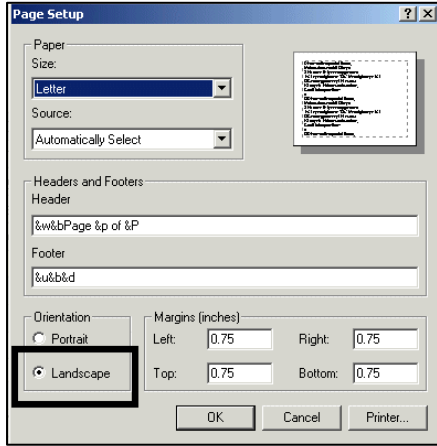
Exit the program and close your browser (quit your browser if you are using a Mac).

Printing Your Schedule

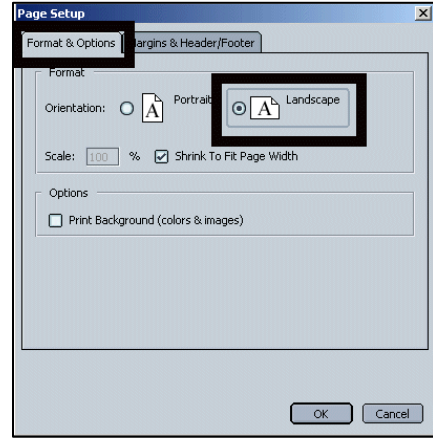
You may print out a copy of your schedule at any time after you have registered. Before you print your schedule, change the page orientation to **Landscape**.

- In both Internet Explorer and Netscape, choose **File, Page Setup**.
- In the Page Setup Window click on **Landscape** and then **OK**.





Internet Explorer

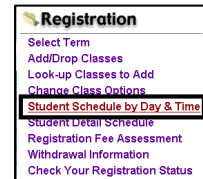


Netscape

You have two options on the Registration menu for printing your schedule.

1. Student Schedule by Day and Time

This displays your schedule as a grid with the days of the week across the top of the page and the hours of the day down along the left side.

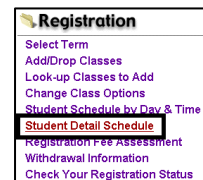


An example of this type of schedule is shown here.

	Monday	Tuesday	Wednesday	Thursday	Friday
8AM					
9AM	ENGL 314.A MAIN 224 8:30 am-9:20 am		ENGL 314.A MAIN 224 8:30 am-9:20 am		ENGL 314.A MAIN 224 8:30 am-9:20 am
10AM	BIO 214.A RMSC 201E 9:30 am-10:20 am		BIO 214.A RMSC 201E 9:30 am-10:20 am		BIO 214.A RMSC 201E 9:30 am-10:20 am
11AM					
12PM	PHIL 200.B RMSC 321E 11:30 am-12:20 pm		PHIL 200.B RMSC 321E 11:30 am-12:20 pm		PHIL 200.B RMSC 321E 11:30 am-12:20 pm
1PM	MATH 101.B OLIN 201		MATH 101.B OLIN 201		MATH 101.B OLIN 201

2. Student Detail Schedule

This displays a more detailed schedule in which information about each course is displayed, as is illustrated below.

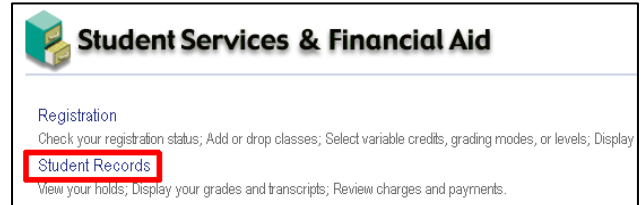


Science & Human Values (3.00)2249 PHIL 200.B					
Campus:	Wofford College				
Level:	Undergraduate				
Grade Mode:	Standard Letter				
Status:	**Web Registered** on Oct 23, 2002				
Meeting Data					
Days	Time	Location	Schedule Type	Date Ranges	Instructors
M/W/F	11:30 am - 12:20 pm	Roger Milliken Science Center 321E	Lecture	Feb 03, 2003 - May 16, 2003	George R. Davis, Charles D. Kay

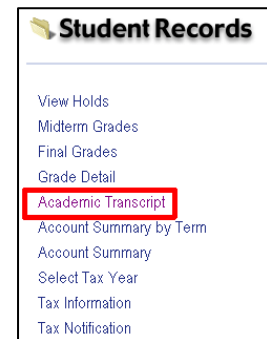
Displaying an Unofficial Transcript

Log on Banner Web and enter your Secure Area. Click on the **Student Services & Financial Aid** menu.

Choose **Student Records**.



In the Student Records menu, choose **Academic Transcript**. Then choose **All Levels** and **Unofficial**. (You must go to the Registrar's office to obtain an official version of your transcript.)



Display Transcript - Select Level and Type

Select the transcript level and transcript type, then click Display Transcript.

Transcript Level: All Levels

Transcript Type: Unofficial

Submit

Click on **Submit**.

You should see your unofficial transcript, including transfer credits and courses in progress.

Display Transcript

This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

[Transfer Credit](#) [Institution Credit](#) [Transcript Totals](#) [Courses in Progress](#)

Transcript Data

****This is NOT an Official Transcript****

TRANSFER CREDIT ACCEPTED BY INSTITUTION -Top-

200309: Wofford College

Subject Course	Title	Grade	Credit Hours
CHEM 123	AP Chemistry	TR	4.00
MATH 181	AP Calculus AB	TR	3.00

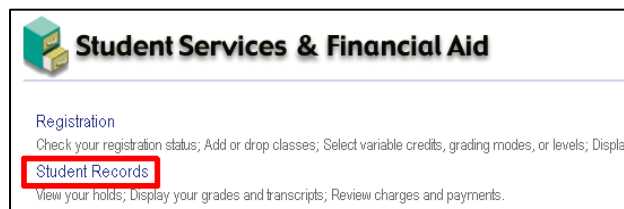
Attempt Hours Passed Hours Earned Hours

Current: 7.00 7.00 7.00

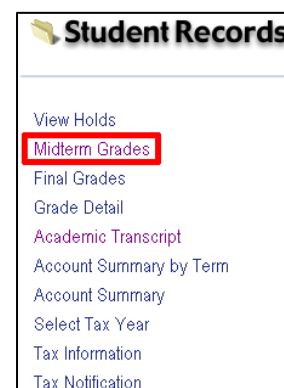
View Midterm and Final Grades

You can view your midterm and final grades after they have been posted by your professor and confirmed by the Registrar's Office. Log on Banner Web and enter your Secure Area. Click on the **Student Services & Financial Aid** menu.

Choose **Student Records**.



In the Student Records menu, choose **Midterm Grades** or **Final Grades**.



Select the term and click on **Submit**

Midterm Grades - Select Term

Select a Term:

Your grades should be displayed.

Midterm Grades

Midterm grades are displayed for the term selected. Midterm grades are not assigned to all courses. If a midterm grade does not display for a course, one has not been assigned by the instructor.

Student Information

Term: Fall 2003
Degree: Undeclared
Major: Undeclared
Level: Undergraduate

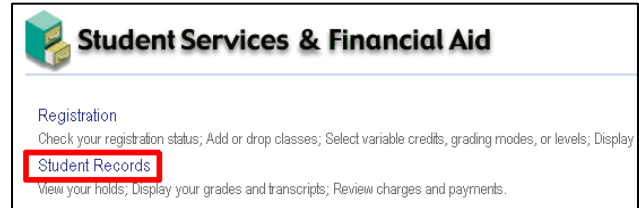
Course work

CRN	Subject	Course	Section	Campus	Course Title	Midterm Grade	Credits	Level
10319	CHEM	123	B	Wofford College	General Chemistry	B	4.00	Undergraduate
10051	HUM	101	P	Wofford College	Freshman Seminar in Humanities	A	3.00	Undergraduate
10148	PHED	102	D	Wofford College	Fitness	P	1.00	Undergraduate
10227	PSY	110	A	Wofford College	Introductory Psychology	D	3.00	Undergraduate
10198	SPAN	201	B	Wofford College	Intermediate Active Spanish	B	4.00	Undergraduate

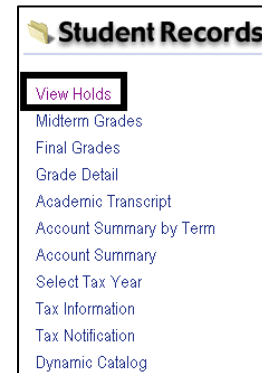
View Holds

You can view your midterm and final grades after they have been posted by your professor and confirmed by the Registrar's Office. Log on Banner Web and enter your Secure Area. Click on the **Student Services & Financial Aid** menu.

Choose **Student Records**.



In the Student Records menu, click on **View Holds**.



Any holds on your record will be displayed. ***To remove registration holds, which will prevent you from registering, go to the originating office in advance of registration.***

 These are the holds on your record. If you have a registration hold you will not be allowed to register. If you have a grades your grades. A transcript hold will prevent you from viewing your transcript.

Administrative Holds for Alfred E. Neumann

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Business Office	Feb 2, 2003	Dec 31, 2099		Public Safety	Finance	Registration Transcripts Graduation
Library	Mar 27, 2003	Dec 31, 2099		Fine	Library	Registration Transcripts Graduation